



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1500.6E

11 DEC 2001

NSHS BETHESDA INSTRUCTION 1500.6E

From: Commanding Officer
Subj: COMMAND TRAINING PROGRAM

Ref: (a) OPNAVINST 3120.32B
(b) MANMED CH 12-1 (2)
(c) NSHSBETHINST 12400.1

Encl: (1) Training & Development Process, NSHS-OA-005
(2) Required Training Matrix for NSHS Personnel

1. Purpose. To establish a training program for all personnel assigned as staff members of the Naval School of Health Sciences. Enclosure (1) provides the flow chart to follow in the routing of DD Form 1556/DD 1164 and action taken by Command Education & Training Department. Enclosure (2) provides a consolidated listing of training requirements for use in formulating a command training plan.

2. Cancellation. NSHSBETHINST 1500.6D

3. Applicability. This instruction applies to all personnel assigned as staff members of the Naval School of Health Sciences (NSHS), Bethesda.

4. Background. A viable Command Training Program is essential to the ongoing education and training of NSHS officer, enlisted, and civilian personnel. Continuous learning is a key factor in keeping informed and developing personally and professionally. Through active involvement in the training program, personnel are better able to use their talents to contribute to the NSHS mission.

5. Policy.

a. Command Education and Training activities will be planned, coordinated and conducted through organized processes in order to meet the requirements of reference (a), as outlined in enclosure (2).

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b. The chain of command will aggressively support the Command Training Program and ensure maximum participation at training functions.

c. All NSHS personnel will be proactive in attending required training functions and in seeking learning opportunities to enhance individual development.

d. An Individual Development Plan (IDP) will be prepared for all personnel. It is the primary tool used by supervisors to identify and document a staff member's training program. It also serves as a communication tool used by the supervisor and staff member to discuss training and growth requirements. The following factors will be applied in the development of the IDP:

(1) The staff member's position description. Training should be geared to promoting the employee's growth in his/her position.

(2) Availability of funding. When funds are limited, training decisions should focus on maximizing the cost effectiveness of training.

(3) The original IDP will be maintained by the individual's supervisor. Command Education & Training will retain a copy of the IDP for training purposes.

e. Course information for civilians, depending upon the type of training, is available from a variety of sources including:

(1 NSHS Civilian Liaison to the Human Resources Office (HRO).

(2) Command Education & Training Department.

f. The Standard Personnel Management System (SPMS) shall be used to manage and track training data. Information will be entered into SPMS by Command Education & Training Department personnel.

g. The Command Training Officer will report directly to the Academic Director. Responsibilities include but are not limited to:

(1) Developing, organizing and supervising the Command Training Program.

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(2) Coordinating General Military Training and required Annual Training.

(3) Reviewing and updating this instruction on an annual basis

(4) Establishing individual training records for all staff personnel.

(5) Interviewing all new staff check-ins concerning current certifications, training history, etc.

(6) Providing cooperative training opportunities with Commands on the National Naval Medical Center (NNMC), Bethesda complex.

(7) Disseminating information on in-house, local and out service educational opportunities, and providing assistance as needed.

(8) Serving as the command resource to departments, divisions, and committees on issues or topics related to the education and training needs of NSHS personnel.

(9) Implementing new or additional training requirements as established by higher authority or at the direction of the Commanding Officer.

(10) Providing quarterly reports on training completed to Directorates.

h. The Command Training Petty Officer shall assist with duties that include but are not limited to:

(1) Assisting the Command Training Officer in the direct coordination and supervision of the Command Training Program.

(2) Establishing individual training records for all staff personnel.

(3) Utilizing the SPMS to maintain an electronic file of individual training record.

(4) Providing departing staff personnel with a copy of their Individual Training Record (ITR).

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(5) Providing administrative support in grading and maintaining documentation of correspondence courses required for advancement. Ensuring PSD makes proper page 4 service record entries. Providing information on other correspondence courses.

(6) Assisting the Department Head for Command Education & Training with implementing new or additional training requirements as established by higher authority or at the direction of the Commanding Officer.

6. Responsibilities.

Directors, Department Heads, and School Heads

(1) Ensure that staff personnel under their cognizance attend scheduled training programs and in-services.

(2) Support training of military and civilian staff to the maximum extent possible within established guidelines and fiscal constraints.

(3) Ensure appropriate training request forms for staff are completed prior to the start of training.

Staff Personnel

(1) Complete mandatory training as indicated in enclosure (2). Personnel who fail to complete training or fail to cancel in a timely manner, can be subject to administrative action. When necessary, a "No Show" memorandum describing the absence will be sent to the individual's Department Head/Director. Repeated "No Show" personnel will be addressed with the individual, Department Head/Director and the Executive Officer.

(2) Personnel completing training provided by other sources will report their completion to the Command Education & Training Department to ensure that proper documentation is made in the training record and service record, if applicable.

(3) Staff members will complete the required training request form (DD 1556 or DD 1164) and route it through Command Education & Training for review and approval as outlined in enclosure (1). The DD 1556 or DD 1164 will be returned to the Director/Department Head if the training requested is not included on the individual's IDP. The Director/Department Head will contact Command Education & Training if the decision is made to still send the individual to the requested training. The IDP

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will be annotated to reflect the additional training request. A copy of completed course evaluations or certificates will be placed in the training folder upon course completion. All requests for training will be logged and tracked by Command Education & Training.

(4) Civilian employees who fail to complete a training course will be required to reimburse the government for the cost of that training. Extenuating circumstances (i.e. illnesses, emergencies, etc.) will be considered on a case by case basis.

A handwritten signature in black ink, appearing to read "D. S. Wade", with a stylized, cursive script.

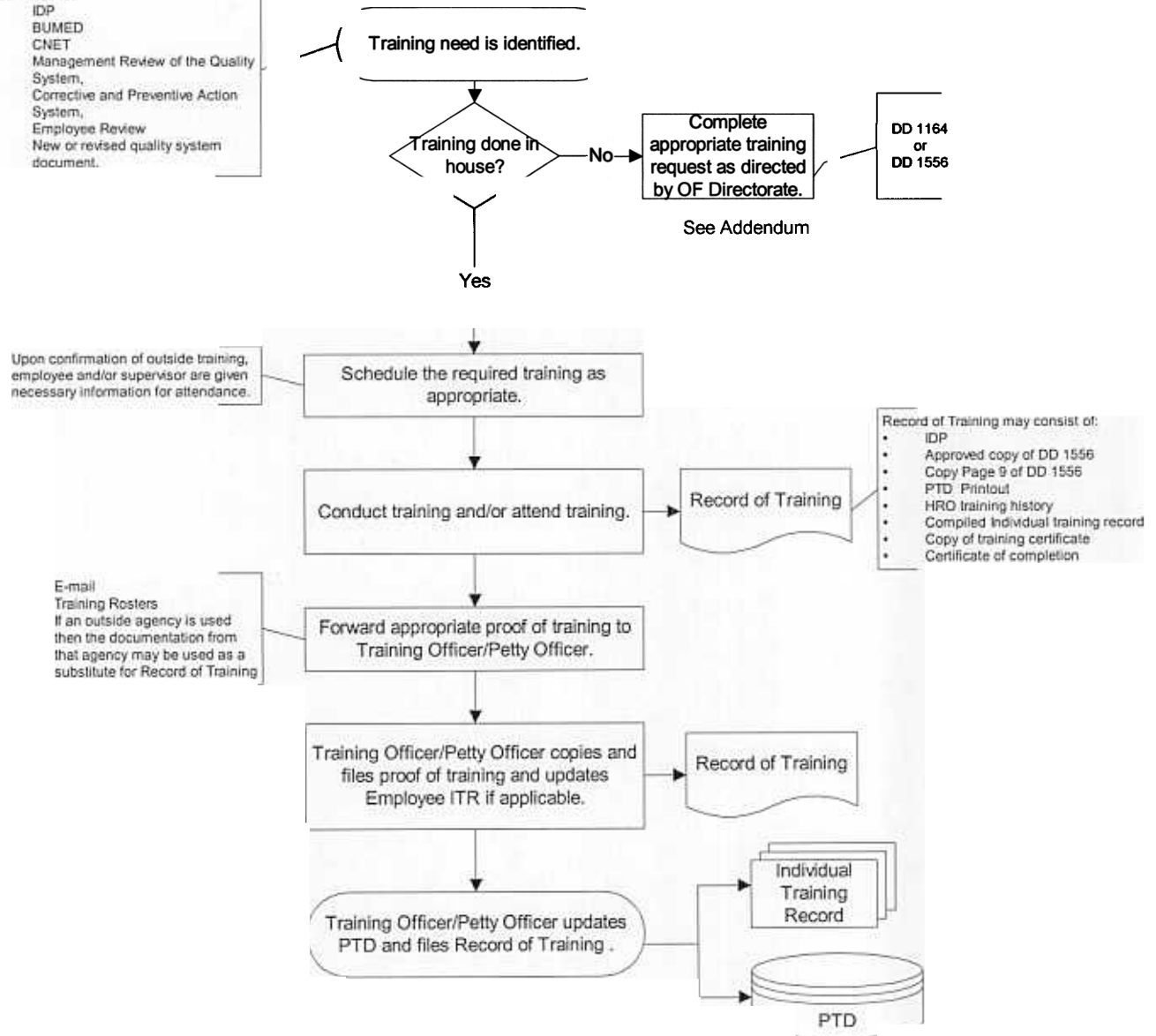
D. S. WADE

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TRAINING & DEVELOPMENT PROCESS NSHS-OA-005**Process Flowchart**

This may be by any means including but not limited to:

- IDP
- BUMED
- CNET
- Management Review of the Quality System,
- Corrective and Preventive Action System,
- Employee Review
- New or revised quality system document.



Enclosure 1

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NSHS COMMAND REQUIRED TRAINING MATRIX
Revised October 2001

TOPIC	OFFICERS ONE TIME	OFFICERS ANNUALLY	ENLISTED ONE TIME	ENLISTED ANNUALLY	CIVILIAN ONE TIME	CIVILIAN ANNUALLY
NSHS-001 QUALITY MANUAL	X		X		X	
NSHS-002 DOCUMENT CONTROL	X		X		X	
NSHS-003 STRATEGIC PLANNING	X		X		X	
NSHS-004 CORRECTIVE/PREVENTIVE ACTION	X		X		X	
NSHS-005 CUSTOMER EVALUATION	X		X		X	
NSHS-006 INTERNAL AUDITS	X		X		X	
NSHS-OA-005 TRAINING & DEVELOPMENT	X		X		X	
SEXUAL HARASSMENT (SECNAVINST 1270.1)		X		X		X
CODE OF CONDUCT (SECNAVINST 5370.2J)	X PER CAREER		X PER CAREER		X PER CAREER	
COMMAND ORIENTATION/INDOC (OPNAVINST 1740.3A)	X		X		X	
DRUG & ALCOHOL ABUSE TRAINING (OPNAVINST 5350.4B)		X		X		ENCOURAGED
ALCOHOL & DRUG ABUSE MANAGERS/SUPERVISORS (ADAMS)	EVERY 5 YRS		E-5 THRU E-9 EVERY 5 YRS		EVERY 5 YRS IF A DIRECT SUPERVISOR	
FINACIAL AWARENESS	X PER CAREER		X PER CAREER		X PER CAREER	
NAVOSH TRAINING (OPNAVINST 5100.23E)		X		X		X
PHYSICAL SECURITY TRAINING (OPNAVINST 5530.14C)	COMMAND INDOC		COMMAND INDOC		COMMAND INDOC	
COMMAND SECURITY (SECNAVINST 5510.13B)		X		X		X

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TOPIC	OFFICERS ONE TIME	OFFICERS ANNUALLY	ENLISTED ONE TIME	ENLISTED ANNUALLY	CIVILIAN ONE TIME	CIVILIAN ANNUALLY
SUICIDE PREVENTION (OPNAVINST 5351.1)	COMMAND ORIENTATION		COMMAND ORIENTATION			
BASIC LIFE SUPPORT (BLS)		BIANNUALLY AS REQUIRED		BIANNUALLY AS REQUIRED		
GENERAL MILITARY TRAINING (GMT) (OPNAVINST 1500.22D)		X		X		
NAVY RIGHTS & RESPONSIBILITIES (OPNAVINST 5354.1C)		UPDATE AS REQUIRED		UPDATE AS REQUIRED		
CUSTOMER RELATIONS TRAINING (BUMED ltr 1510 Ser 54-98-6091 JULY 98)	X		X		X	
INFECTION CONTROL/BLOOD BORNE PATHOGENS (NSHSBETHINST 6260.1)		X		X		X
FIP (AIS) SECURITY TRAINING	X		X			X
BACK INJURY PREVENTION (OPNAVINST 5100.23C)		X		X		X